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T/O CHANGE AUTHORIZATION

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# Office Memorandum • UNITED STATES GOVERNMENT

## CONFIDENTIAL

TO : Chief, Classification and Wage

FROM : Office of Communications, Administrative Staff

SUBJECT: Reallocation of Positions, OC Signal Center

DATE: 22 October 1952

1. The Office of Communications requests that position number 386, Archives Clerk, GS-1411-5 and position number 387, Mail and File Clerk, GS-304-4, Processing Branch, Archives Section be reviewed and reallocated to Archives Clerk, GS-1411-7 and Mail and File Clerk, GS-304-5, respectively.

2. This request is predicated upon the recent reorganization of the Office of Policy Coordination and the Office of Special Operations, which makes the Signal Center Archives Section responsible for all CIA classified cables. Previous to this reorganization the Signal Center Archives had been responsible only for Office of Special Operations cables.

3. The following factors indicate clearly the scope of the present responsibility of the Archives Section.

A. From 1 January 1952 to 1 October 1952 there were requests to see 5,120 cables as reference material by operating offices of CIA.

B. From 1 June 1952 to 16 August 1952, 106,000 cables were microfilmed. Over 500,000 original cables have been proofed against the microfilmed pictures and destroyed.

4. The above factors are not isolated figures but will be annual on an ever-increasing basis and it is felt that the grades as requested will be commensurate with the responsibility of the positions.

  
Chief, Personnel Branch

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ATTACHMENTS: Two Job Descriptions

OC-A/ WH: jc (10/22/52)

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Security Information

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